

1 TOWN OF MIDDLEBURY
2 Infrastructure Committee
3 Town Offices Large Conference Room
4 Thursday, April 12, 2018
5 DRAFT Meeting Minutes
6

7 Committee Members Present: Heather Seeley, Gary Baker, Kirk Fiske, Chris Robbins, Luther
8 Tenny and Lindsey Fuentes-George (arrived after approval of agenda). Alternate Judith Wiger-
9 Grohs was absent.

10
11 Town Staff: Town Manager Kathleen Ramsay, Director of Public Works Planning Dan Werner,
12 Director of Public Works Operations Bill Kernan, Parks and Recreation Program Manager Dustin
13 Hunt and Treasurer/Accounting Services Manager Jackie Sullivan. Also present was Angus
14 Barstow of the Teen Center and Jean Terwilliger and Jesse Gillette from Vermont Integrated
15 Architects (VIA).

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17 The meeting was called to order by Heather Seeley at 8:15 a.m.

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19 Approval of Agenda
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21 There was discussion on whether the sidewalks around Mary Hogan and the Recreation Park
22 should be added, but since Don Keeler was absent, they decided to add it to the next agenda.
23 Committee appointments was added after Citizen Comments. Baker made the motion to
24 approve the agenda as amended, and Fiske seconded it. The agenda was approved 5 in favor.
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26 Approval of Meeting Minutes for March 8, 2018
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28 The minutes were approved as presented, upon motion by Robbins, seconded by Baker. The
29 vote was 4 in favor, 2 abstentions (Tenny and Fuentes-George).

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31 Citizen Comments – None
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33 Committee Appointments
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35 Seeley said Luther Tenny and Judy Wiger-Grohs were both up for reappointment this year, and
36 both have indicated they are willing to continue, although Tenny wants to commit to only a
37 year. She said the Committee would continue on as is, and the meeting time will remain the 2nd
38 Thursday of the month at 8:15 a.m.

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Project Updates

Water System Hydraulic Study – Werner reported they have resolved the issues with the digital maps and they are now ready to go. Werner was unsure of the time-frame of the study, but would report back at the next meeting with an update and timing.

Seeley said we’d have to keep on top of this, since we have a pretty aggressive schedule to get the Exchange Street water line project going. Werner said Ashley Lucht of the State Safe Drinking Water Loan program is cautiously warning us that we probably are not going to be able to have a bond vote in November, due to the government process involved to obtain these Federal funds. Seeley said she understands that, but she wants to continue to try to hit that goal. Werner said that was fine, but no matter what more we do, it will depend on how long it takes on their end to get through the system.

South Chipman Park Project – Werner said the contractor won’t begin work until the asphalt plant opens, so it will be early May. He said there are still some issues to resolve with the contractor, such as temporary paving, unsuitable backfill materials and the contract period and daily penalty if the project goes beyond the contract date. He said he and Jamie Simpson, from Green Mountain Engineering, had met with the contractor and they’re talking about doing full width paving instead of trench paving, but Werner said he’d need to check to see if there was money for that.

Baker asked about the unsuitable backfill material, and Werner said that you can’t reuse the material that is removed from an excavation in water and sewer main construction, and they are having a discussion with the contractor on the quantity of what was unsuitable and what was suitable.

Robbins said some South Street residents had been in awhile ago with photos of traffic calming measures that they were hoping could be included when paving the street. Werner said that we aren’t paving the whole street, only a few hundred feet, and whatever is done now would need to be redone in a few years when we redo the entire street. Werner said when the project comes up for consideration for funding, that’s when we need to decide what we want to do, since that’s when the costs are determined.

Seeley asked for an update at the next meeting on where we stand with Judy Harris and the old Wastewater Plant plans.

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78 Charles Avenue Reconstruction Project

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80 Werner said Simpson had reviewed the 3 bids that were received and he is recommending
81 awarding the bid to Champlain Construction for \$486,198.30. He said they'd met with
82 Champlain Construction and they are hoping to begin in mid-May and hope to complete it
83 before the high school opens in the fall. Tenny asked if there were any negotiating tactics to
84 be sure certain critical points are done before school starts. Werner said since paving is usually
85 the last thing done in a project, they'd talked to Champlain and recommended they probably
86 didn't want to be doing that when school starts, so that needs to be done before then. Werner
87 said Bruce MacIntyre from the high school wants then to get going in the spring so it's done by
88 the start of school. Tenny suggested looking into closing the road when they could, since the
89 line item for traffic flaggers was rather high.

90

91 Fiske made the motion to recommend the Selectboard award the bid for the Charles Avenue
92 Reconstruction Project to Champlain Construction. Tenny seconded the motion. The motion
93 passed 6-0.

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95 Shard Villa Road/Creek Road Borings

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97 Werner reported he'd worked with Jon Ashley of Dubois and King to write up some specs for
98 the borings and they were sent to several boring companies. Only one company responded,
99 Cascade Drilling Company from Montpelier, with a bid of \$11,725. Werner said the borings
100 would be done in the area where we'll be doing bank stabilization and the section of the road
101 to be repaved. He said there is also an area of Creek Road by the VTrans garage that cracks and
102 falls away towards the creek, so he decided to include that area in the bid to see what was
103 happening under the surface there. Werner said each bid would be split out separately, and
104 Ashley had reviewed the proposal and said it was in line with other similar proposals he'd seen,
105 so he's asking the Committee to recommend the Selectboard approve this proposal.

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107 Robbins moved, and Baker seconded, to approve Cascade Drilling Company's bid of \$11,725 for
108 the borings on Shard Villa Road and Creek Road. The motion was approved 6-0.

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110 Teen Center Mud Room

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112 Jean Terwilliger and Jesse Gillette of Vermont Integrated Architects (VIA) and Angus Barstow of
113 Addison Central Teens (ACT), joined the Committee to discuss plans to construct a mud room
114 on the south side of the Teen Center building that's located within the Recreation Park on Mary

115 Hogan Drive. Terwilliger said the Teen Center had received a \$25,000 grant from the Vermont
116 Community Foundation to improve the usability of the space at the Teen Center, so they would
117 like to construct a vestibule for all the coats and backpacks to free up more space inside.

118
119 Terwilliger said they understand that the Town has plans in the future to add an ADA compliant
120 restroom that would be accessed from the outside, so have revised the design to add a roof
121 over the door of the restroom. She said they realize that the addition of this vestibule will
122 require modifications to the existing walkways and garden area. Fiske about the walkways, and
123 Terwilliger said the current walkway is too steep to be considered ADA compliant, so they are
124 looking at relocating the walkway and adding one that will meet ADA requirements for both the
125 Teen Center and the bathroom.

126
127 Seeley asked how much of this work is the grant covering, and what is needed from the Town.
128 Barstow said that he doubted the grant would cover all the work that needed to be done, but
129 they are in the process of fund raising. Terwilliger said they don't have a cost estimate yet, but
130 if the grant covers the cost of the vestibule, they are wondering if the Town would be willing to
131 take on any of the outside infrastructure pieces of the project.

132
133 Seeley said an energy audit had been done on the Teen Center, and while the results of that are
134 not final yet, she imagines there will be some recommendations for that building. Director of
135 Public Works Operations, Bill Kernan, said that there is \$7,500 in the FY19 Capital
136 Improvements Budget for trim and foundation work to be done on the Teen Center.

137
138 Town Manager Ramsay asked what the timeline of this project is. Terwilliger said that it's
139 possible they can ask for an extension on the grant, but she said the plan was to do the
140 construction this summer when the Teen Center is not as busy. Seeley said she wants to see
141 the recommendations the energy audits are for that building to see what investments need to
142 be made in the building so we might see some savings. Kernan said this project has to go
143 through the permitting process, which will be the Town's review process.

144
145 Tenny had some questions about the design of the building and recommended they consider
146 transom windows to save wall space inside the vestibule and to look at installing gutters to
147 prevent any icing issues.

148
149 There was discussion on the maintenance of the gardens that would be impacted by the
150 construction, and Bill Kernan said they'd talked about removing them totally as they present a
151 problem when mowing.

152

153 Seeley and Ramsay thanked them and asked them to keep the Committee and Town informed
154 as the project moves forward, and Ramsay will forward the results of the energy audit to them
155 when we receive it.

156

157 Lions Club Pavilion at the Recreation Park

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159 Bill Kernan said he wanted to let the Committee know that the Lions Club is donating and
160 building a 30' x 40' pavilion at the Recreation Park. He said they have the permit and have
161 received the okay from the school and they will be starting construction after high school
162 graduation. He said eventually we will need to get picnic tables, but perhaps we will be able to
163 find people willing to donate tables, since there is nothing in the budget for them. He said the
164 project is relatively low maintenance for the Town and is a potential income generator by
165 renting it for events. The pavilion will not have power.

166

167 Tenny had some concerns regarding the size of the slab and asked if there was proper drainage
168 under it to avoid cracking and heaving in the center. Kernan said they could put some drainage
169 in as there is a gradual slope. Seeley said while we appreciate the donation, if it isn't done right
170 then it becomes a liability to the Town in the future.

171

172 Seeley asked about the status of the Recreation Park Master Plan and did it include drainage.
173 Kernan said it was almost complete, but it does not involve drainage. Robbins suggested
174 planting some shrubs that absorb water, like Pussywillow or Winterberry, on the west side of
175 the pathway where the water collects. Kernan said that area is inundated when there is heavy
176 rain, so it might be a problem.

177

178 Rotary Tree Planting Project

179

180 Kernan said this is a Worldwide Rotary project and the goal is to plant one tree per member.
181 He said Middlebury's membership is 48, so they'll be planting 48 trees in a "living sculpture".
182 He said they will be importing 150 yards of topsoil for mounding and there won't be ground
183 cover, so there will be no need to mow. Seeley asked about the mounding of soil forcing even
184 more water into that wet area, and is concerned this tree planting is going to interfere with
185 redoing that area and the drainage work that needs to be done. Werner said the proposed
186 location is actually going to soak up some of that wetness, but it won't make it worse. Kernan
187 said about the only thing they're going to be able to do in that walkway area anyway is fill and
188 grade to help with the drainage. Werner said the trees are fine where proposed.

189

190 Fiske asked about using some of the fill from the pavilion project for the mounding for the
191 trees, but Kernan said the timing isn't right since the trees need to be planted in May. Tenny
192 asked about maintain the trees, and Kernan said the Town will water as necessary, but the
193 Rotary will do the pruning the first 2 years and then the Town will take over.

194

195 At the next meeting in May, the Committee will discuss what needs to be done in this area and
196 look at available funds and a list of priorities. Ramsay will also bring a list of priorities of
197 downtown projects for the Committee to affirm.

198

199 Baker asked who had picked out the trees that to be planted and who would oversee the
200 planting. Kernan said Lillian Snow, who does the gardens around town, did the design and
201 specified the trees. Baker said he'd like to see them be native trees.

202

203 Election of Chair and Vice-Chair

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205 Baker made the motion to elect Seeley as Chair, and Fiske seconded the motion. Seeley was
206 elected Chair with 5 in favor.

207

208 Baker made the motion to elect Fuentes-George as Vice-Chair, and Tenny second the motion.
209 Fuentes- George was elected Vice-Chair with 5 in favor.

210

211 Committee Concerns

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213 Tenny addressed the condition of the pavement on South Main Street and the additional
214 rutting on Court Street. He said on South Main Street the pavement is in such bad shape that
215 cars drive on the opposite side of the road to avoid the potholes and then pull back over when
216 a car comes, and as a gateway to the College and Town, it's pretty unsightly. Kernan said it's
217 really more than we can hot patch, so he got a price from ECI to cold plane it, but it was more
218 than we have in the budget. He said he'd reached out to the State, but they said it will be a few
219 years before they do anything with it. Tenny said you can tell by looking at it that they didn't
220 do the proper job on one-lane of the road. Ramsay suggested having the Selectboard send a
221 letter to the State to see if that would help. Fiske suggested having the College involved in
222 sending the letter, and Tenny said he could see about facilitating a letter from the College as
223 well.

224

225 Tenny said the other area he's concerned about is a rut in Court Street, in the Thomas Street
226 area, that is so bad it's about to break through the pavement. He said once it breaks through, it

227 will be big trouble. There was additional discussion about the ruts and the cause. The
228 deterioration of Court Street and the ruts will be included in the letter to the State.
229
230 Robbins asked for an update on Creek Road. Ramsay said she and Dan Werner had been
231 coordinating with Amy Sheldon on grant opportunities, and Sheldon is looking at one that
232 comes due this summer. Seeley said we wanted to be sure that was on the priorities list.
233
234 Fiske said he may not be here for the next meeting on May 10th.
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236 Werner said if anyone had any ideas for downtown improvement projects to go along with the
237 bridges replacement project, to let him know. Seeley said this could be discussed at the next
238 meeting, but to send any ideas to Werner.
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240 The meeting adjourned at 9:35 a.m. upon motion by Baker, seconded by Fuentes-George.
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242 The next meeting of the Infrastructure Committee will be May 10th at 8:15 a.m.
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244 Respectfully submitted,
245 Beth Dow